



HOW TO APPLY FOR A GENERAL PLAN AMENDMENT

WHEN IS A GENERAL PLAN AMENDMENT REQUIRED?

A General Plan amendment is required if you want the General Plan Map land use designations or policies in the General Plan changed. The General Plan is a long term comprehensive plan for community development adopted by City Council.

It is the basis for determining acceptable land uses and related park, road and other infrastructure needs. Zoning and development proposals are to be consistent with the policies and land use designations of the General Plan.

WHAT IS ITS PURPOSE?

The amendment process seeks to provide for careful evaluation of proposed changes in terms of long term planning goals. State law limits consideration of General Plan amendments to four times per year as general plans are also relied upon for State and regional planning. The need to have a process for amending the General Plan to reflect new conditions or information is recognized.

WHAT DOES IT COST?

The initial application fee for a General Plan Amendment is a \$2,500 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule]. This charge covers staff review of the request, preparation of a staff report and exhibits, and presentation of the application to the Planning Commission and City Council.

WHO APPROVES A GENERAL PLAN AMENDMENT?

The Hayward City Council, after receiving a recommendation from the Planning Commission, takes the final action on a General Plan Amendment application.

WHAT ARE THE STEPS?

1. Make an appointment with a Planning Division staff member to determine what materials you should submit.
2. Submit application, fee, and required materials to the Planning Division.
3. An Environmental Impact Report or studies of traffic, noise, soils, and other factors may be required to evaluate your proposal. Inclusion of adjacent areas logically a part of the proposed policy change may be required as determined by the Planning Director.
4. Your proposal will be referred to other city departments and agencies and to property owners and occupants within 300 feet of a site being considered for a General Plan Map amendment by the project planner working on your application. Within 30 days you will be notified of any additional information needed to complete your application. Complete your application by responding to requests for additional information communicated to you by the planner.

5. Upon completion of staff analysis, a public hearing date will be set before the Planning Commission. You and all property owners within 300 feet of a proposed land use designation change will be notified of the public hearing, using addresses in the latest assessor's records. The hearing will also be noticed in the newspaper. The Planning Commission will make a recommendation to the City Council on the proposed amendment.
6. A second public hearing will then be scheduled and noticed before the City Council. The City Council will make a final determination on your application. General Plan amendments become effective immediately.

HOW LONG DOES THE PROCESS TAKE?

Once the application is complete with all requested studies and information submitted, the process will take three to six months. Proposals involving an Environmental Impact Report or other action, such as approval of a zone change, typically take longer. If the number of other amendments adopted or scheduled that year precludes additional amendments, your proposal may have to be grouped with other proposed amendments or considered during the next calendar year.